

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Valley Division/Clerical Unit		DIVISION Valley Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor I (Typing)	BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-201-1148-006		CURRENT DATE 07/01/2021		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the general supervision of the Administrative Assistant Lieutenant, the Office Services Supervisor I (Typing) is responsible for planning, organizing, directing and supervising the work of personnel for the Clerical Unit of Valley Division.

SUPERVISION RECEIVED

The Office Services Supervisor I (Typing) reports directly to and receives the majority of their assignments from the Administrative Assistant Lieutenant. However, direction and assignments may also come from the Assistant Chiefs.

SUPERVISION EXERCISED

The Office Services Supervisor I (Typing) provides direction to two Office Assistants (Typing).

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 45% | Perform general supervision of clerical unit operation and analyze clerical support needs and assign work to ensure equitable workload distribution. Establish duties of unit personnel and the parameters of the unit responsibilities. Modify established procedures and methods to provide the best service to Division management and administrative staff. Perform all supervisory duties which are appropriate to the proper performance of the unit. Maintain an adequate understanding of the responsibilities of subordinate employees. Review, evaluate and ensure training, cross training and/or retraining is provided for all employees assigned to clerical work to meet constant changing workloads. Prepare performance evaluations for assigned personnel. Provide counsel and/or discipline to employees, including preparing and administering Adverse Actions. Schedule and monitor requests for time off to ensure adequate desk coverage is maintained throughout the year to include periods of vacations and other absences. |
| 20% | Ensure clerical job descriptions are current and prepare annual performance appraisals as needed. Train newly hired clerical personnel. Provide additional training to existing clerical personnel as changing rules, procedures, forms, orders or other information arises. Responsible for maintaining personnel files for assigned employees, including secondary and medical files. Maintain confidential files by filing documents, purging by the records retention schedule, and ensuring files are properly secured. Review and proofread all outgoing correspondence in a timely manner for correctness and compliance with departmental and Division policies. Review and approve non uniform CHP 71, Time and Attendance Reports, and STD. 634, Absence and Additional Time Worked Reports. Maintain suspense files. Schedule overtime for clerical personnel as needed. |
| 15% | Serve as the Division X number (X#) Coordinator. Provide assistance to areas that are requesting an X# for a service; maintain X# log to ensure numbers are assigned sequentially; follow up with areas when the final X# documentation has not been submitted; send monthly reports to Fiscal Management Section regarding outstanding X#s and the status of each. |
| 10% | Serve as the Health Benefits Assistant for Division employees. Process and coordinate documents for health, dental, Flex Elect, Group Legal, and Long Term Disability plans for new enrollments, changes in benefits, reverifying eligibility, including additions and deletions and annual open enrollment. |

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5%	Back up incoming and outgoing mail duties. Also provides back up assistance for red light violations, subpoenas received for Division personnel, and helps with completion of quarterly supply orders.
	<u>Non-Essential Functions</u>
5%	Other duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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